GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MINORITIES WELFARE DEPARTMENT –- Construction of Urdu Ghar Cum Shadi Khanas – Constitution of Committee for management and maintenance of Urdu Ghar Cum Shadi Khanas – Guidelines – orders-Issued.

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7. The District Collector has the final say in decision making in consultation with other members of the committee,

8. The Codal of provisions in Financial Code, Accounts and Treasury Code are to be followed invariably in conducting of financial transactions.

9. The annual audit has to be conducted by the State Audit Department and their findings have to submitted to Government every year.

10. The committee shall maintain proper accounts and get the accounts audited through any Charted Accountant annually. The annual audit reports shall be submitted to the Urdu Academy/ Government respectively.

11. The Accounts and records shall be available for inspection of the District Minorities welfare officers / Convener or any other Officer deputed by the Urdu Academy /Government as and when required.

12. The outgoing Managing committee shall hand over the charge along with the records after the expiry of them to the succeeding committee or to any Official as per the orders of District Collector.

13. The Bank account shall be in the name of the institution in any nationalised Bank to be operated jointly by any two Office bearers/members of the committee decided by through its resolution .

14. All the policy and financial matters shall be decided by placing before the committee. The suggestions and advises of the two official members shall be considered.

15. The routine matters like payment of Electricity charges, water cess , payment to statutory authorities, salaries to its employee, etc. shall taken up by delegating powers through proper resolution.

16. Proper attention for maintenance of the Building and washrooms, cleanliness, development, greenery, hygiene conditions, etc. in around the premises shall be given on priority.

17. Any financial irregularities or decisions against the rules/ laws, the matter official members shall inform the Government /Urdu Academy

18. In case of any advises complaints and if the situation warrants, explanation will be called for and enquiry will be ordered and based on the report the District Collector may take the appropriate action on the committee.

19. The Committee shall comply the timely instructions of Government / Urdu Academy issued.

4. The Director/Secretary, Andhra Pradesh State Urdu Academy, Vijayawada is directed to ensure effective enforcement of above guidelines

(Contd..3)

5. This orders issues with the concurrence with finance Department vide their U.O.Note: FIN01-FMU0PC(WEL2)/79/2021, dated: 27/09/2021

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A MD IMTIAZ
PRINICIPALSECRETARY TO GOVERNMENT (FAC)

To
The Director/Secretary, Andhra Pradesh State Urdu Academy, Vijayawada
Copy to:
The Commissioner, Minorities welfare, Tadepalli, Guntur District
The Chief Executive officer, Andhra Pradesh Waqf Board, Vijayawada.
All the Collector and District Magistrates
All the District Minorities welfare officers
P.S. to Hon'ble Deputy Chief Minister & Minister for Minorities Welfare,
A.P. Secretariat, Velagapudi.
OSD to Principal Secretary to Government(FAC), Minorities Welfare Department,
A.P. Secretariat, Velagapudi.
Sf/Sc.

// FORWARDED:: BY ORDER //

SECTION OFFICER